

## **CAREER PLANNING STARTS NOW!**

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Decisions made during junior high and high school can have far-reaching – even lifelong – effects on your educational and job opportunities. There is no better time than now to start planning for your future. I understand the difficulty and importance of these choices and am happy to help guide you through the process.

I know that most students are not ready to make career choices as early as freshman or sophomore year. Some people believe that they've found the right career path only to change their minds several times as they grow and their interests and priorities change. If this sounds like you, don't worry. It's perfectly normal. Continue to follow your personal interests, but constantly challenge yourself throughout high school. Working hard and exploring many options will pay off in the future.

The most important aspect of your career planning should be choosing a high school curriculum that is right for you. By not taking pre-requisite courses in math, science, or foreign languages in your freshman and sophomore years, you may be prevented from entering the upper level courses that most colleges and technical schools require. You will want to be as competitive as possible, so talk to your guidance counselor about what courses are recommended.

With the help of respected guidance professionals, I have prepared this "Planning Your Future Now" guide to help you along the way. Career planning is an exciting and engaging process. So take the time now and you will be well on your way.

A handwritten signature in black ink that reads "Paul E. Gillmor".

**Paul E. Gillmor**  
Member of Congress

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## TARGETING OPPORTUNITY

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### Ohio's Fastest Growing Occupations

Education is the key to keeping the best jobs in Ohio. The 15 fastest growing occupations require education beyond high school. Of these, the top 5 require at least an Associate degree. From 1996 to 2008, overall employment opportunities are expected to grow by 12.5%. During the same period, jobs requiring an Associate degree will grow by 26%, and positions requiring a Bachelors degree will increase by 20.9%. In contrast, the national growth rate for all occupations that don't require further education is projected to decline. Traditional jobs in manufacturing, production, craft, repair and labor are predicted to decline as well.

According to figures from the Ohio Department of Job and Family Services, 40% of the fastest growing occupations require at least a Bachelor's degree. From 1996 to 2008, health care careers will grow rapidly, computer and data processing jobs in Ohio will increase by 114.5%, and the state will face an urgent need for more teachers.

The Ohio Department of Job and Family Services lists the following as Ohio's fastest growing occupations:

Occupation	Projected Growth Rate 1996 - 2008
Computer Engineers	113%
Computer Support Specialists	92%
Systems Analysts	87%
Desktop Publishing Specialists	65%
Personal Home Care Aides	63%

## **TARGETING OPPORTUNITY**

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<b>Occupation</b>	<b>Projected Growth Rate 1996 - 2008</b>
Home Health Aides	59%
Paralegal and Legal Assistants	58%
Medical Assistants	57%
Social and Human Services Assistants	48%
Physician Assistants	45%
Parks and Recreation and Fitness Teachers	44%
Securities and Financial Services Sales	43%
Residential Counselors	43%
Health Specialization Teachers	43%
Social Workers, Medical and Psychiatric	42%

## TARGETING OPPORTUNITY

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### Career Clusters

Each of the following “Career Clusters” displays a major career field and jobs in that area that you may want to consider. Listed below these occupations are recommended high school elective courses that will help prepare you to pursue these opportunities. Some of these jobs are at the entry level (high school), some require a technical degree (2-year), and some require a professional degree (4-years or more).

If you need more specific information, please see your guidance counselor.

### ARTS AND COMMUNICATIONS

Journalism	Public Relations Coordinator
Performing Arts	Musician
Design	Graphic Arts

### *Recommended High School Electives*

Performing Arts	Art/Photography
Speech	Foreign Languages
Publications/Yearbook	Journalism
Computer Lab	Radio/TV Production

## **TARGETING OPPORTUNITY**

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### **HEALTH SERVICES**

Physician	Veterinarian
Medical Technician	Dental Hygienist
Nurse	Dietitian
Physical Therapist	Paramedic

#### ***Recommended High School Electives***

First Aid and CPR	Biology
Chemistry	Anatomy and Physiology

### **BUSINESS AND MANAGEMENT**

Accountant	Advertising/Sales/Marketing
Administrative Assistant	Business Owner
Banker	Finance Officer
Manager	Computer Technician

#### ***Recommended High School Electives***

Introduction to Business	Business Law
Accounting	Computer Courses
Speech	Mathematics
Economics	Marketing

## TARGETING OPPORTUNITY

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### ENVIRONMENTAL

Farmer	Florist
Horticulturist	Wildlife Ranger
Landscape Designer	Chemist
Marine Biologist	Waste Management

#### *Recommended High School Electives*

Biology	Environmental Science
Agriculture Science and Tech	Horticulture
Physics	Chemistry
Agribusiness	Exercise and Fitness
Geography	Ecology
Marine Biology	Office Management

## TARGETING OPPORTUNITY

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### HUMAN RESOURCES

Teacher	Legal Professional
Social Worker	Psychologist
Child Care Technician	Public Administration
Counselor	Court Officer

#### *Recommended High School Electives*

Family/Consumer Science	Sociology
Early Childhood Education	Speech
Criminal Justice	Psychology
Communications	Government

### INDUSTRIAL AND ENGINEERING

Architect	Engineer
Building Inspector	Construction Worker
Draftsman	Machinist
Auto Technician	Industrial Manager

#### *Recommended High School Electives*

Building Trades	Electrical Trades
Drafting/CAD	Welding
Precision Machining	Industrial Technology
Mathematics	Auto Technology



## **BUILDING YOUR HIGH SCHOOL CAREER**

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### **Choosing Your High School Curriculum**

Once you determine your career field interest, you can begin your academic schedule. It is important to remember that course requirements vary by college and program. Check with the college(s) of interest to see what is required or recommended. A general guideline is to take all of the higher level math, science and foreign language courses that you can manage. It is advisable to challenge yourself with accelerated, honors, or advanced placement courses whenever possible. See your guidance counselor for National Collegiate Athletic Association ([www.ncaa.org](http://www.ncaa.org)) and Honors Diploma requirements.

#### **Four Year Colleges Generally Recommend:**

4 units of English;  
3 units of math which should include Algebra I and II, Geometry;  
3 units of lab science (Biology, Chemistry, and Physics are preferred);  
3 units of social studies;  
at least 2 units of the same foreign language;  
1 unit of the fine or performing arts.

Students who have not completed all of these courses may have to take remedial or extra courses in college. Students who are missing several of these courses may be advised to start at a community college and then transfer to a four-year college.

**Two-year Colleges and Career/Tech Schools** do not require a college-prep program in high school and generally accept any interested students with a high school diploma or GED. However, all students should take as many academic courses as possible in high school.

## **BUILDING YOUR HIGH SCHOOL CAREER**

**Vocational or Tech/Prep courses** are available during the junior and senior years of high school. Students wishing to enter these programs should complete all of their high school requirements and take electives, which will aid in their area of interest. Tech/Prep programs usually have a grade and course requirement in the science and math areas. See your guidance counselor for any specific requirements.

**ACT/SAT Tests** should be taken by all college-bound students beginning in the spring of their junior year. Students can retest during the senior year to try to improve their scores. Check with the colleges of your choice to determine which test is required/preferred. Find out more through the Educational Testing Service's web site ([www.ets.org](http://www.ets.org)).

## **BUILDING YOUR HIGH SCHOOL CAREER**

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### Developing Your Career Interests

**Mentoring, Job-Observing, Career Day Opportunities, Cooperative Programs** are just a few ways in which you can investigate career options. Check with your guidance office to learn about the availability of the following in your area.

**Mentoring:** Students are paired with adult mentors with whom they meet on a regular basis. This mentor guides and advises student and assists in setting up opportunities for the student in the areas of career and/or personal development.

**Job-Observing:** Students are given the opportunity to follow a worker in a chosen field, observing day-to-day routines in the workplace.

**Career-Day Opportunities:** Planned programs for students to attend sessions to learn about careers.

**Cooperative Programs:** Offered at the college level, these programs enable students to work for money in their major field of study, possibly earning college credit as well. Students meet periodically and discuss their experiences.

**BUILDING YOUR HIGH SCHOOL CAREER**

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Academic Log

Keeping a record of your classes throughout high school will make career planning easier. Use this resource for creating a resume, filling out applications, and requesting letters of recommendation.

**Freshman**

English:
Math:
Science:
Social Studies:
Foreign Language:
Arts:

**Sophomore**

English:
Math:
Science:
Social Studies:
Foreign Language:
Arts:

## **BUILDING YOUR HIGH SCHOOL CAREER**

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### **Junior**

English:
Math:
Science:
Social Studies:
Foreign Language:
Arts:

### **Senior**

English:
Math:
Science:
Social Studies:
Foreign Language:
Arts:

## **BUILDING YOUR HIGH SCHOOL CAREER**

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### Activities and Leadership Positions

Another important aspect of your high school experience is extra-curricular activities and leadership positions. Colleges, Universities and prospective employers will use this list to further evaluate you as a candidate. Many of the activities can be placed on your resume. Also, internships are an excellent opportunity to make business contacts for your future.

#### **Freshman**


#### **Sophomore**


#### **Junior**


#### **Senior**


## **MOVING ON TO HIGHER EDUCATION**

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### Planning and Paying for College

#### ***Things to do during your freshman year . . .***

\*Do your best work in school. Earning high grades will help you qualify for scholarships.

\*Participate in extra-curricular activities. Being active and developing a variety of skills will also help you qualify for scholarships.

\*Save money. Establish a savings account and put any money that you can in that account. Talk with your parents about college financing.

#### ***Things to do during your sophomore year . . .***

\*Identify colleges that you may be interested in attending and find out about the colleges' costs.

\*Take the PSAT college examination in October for practice. ([www.collegeboard.com/testing](http://www.collegeboard.com/testing))

#### ***Things to do during your junior year . . .***

\*Attend a College Fair and a Financial Aid presentation with your parents. Your high school or one close by will host College Fairs and Financial Aid presentations.

\*Take the ACT or SAT college examination. ([www.ets.org](http://www.ets.org))

## **MOVING ON TO HIGHER EDUCATION**

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\*Read information about federal and state grants, loans, work-study, and scholarships from brochures available from your guidance office or from a financial aid web site. Share what you learn with your parents.

\*Take the PSAT/National Merit Scholarship Qualifying Test. ([www.collegeboard.com/student/testing/psat/about.html](http://www.collegeboard.com/student/testing/psat/about.html))

\*Visit colleges that you are interested in attending. Ask the college representatives about cost, financial aid, and scholarships.

<b><i>Things to do during your senior year . . .</i></b>
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\*Consider re-taking the ACT or SAT college examination. (Fall)

\*Apply for admission to the colleges that you are most interested in attending. (Fall). Recommended: apply on-line or type applications.

\*Apply for scholarships. Use the free scholarship web sites to search for potential scholarship sources such as [www.students.gov](http://www.students.gov). Meet the colleges' scholarship application procedures and deadlines. Check with the guidance office and community organizations about local scholarships. Meet the deadlines. (Fall, Winter, and Spring)

\*Complete the Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) with the help of your parents. Meet the colleges' application deadline. (Winter)

\*Provide the colleges with requested documents promptly. (Winter and Spring)

\*Have your parents read information about education tax credits such as the Hope Scholarship. (Winter) ([www.finaid.org](http://www.finaid.org))



## **MOVING ON TO HIGHER EDUCATION**

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### **Ohio's Colleges and Universities**

For information on all of Ohio's colleges and universities, visit the following web site:

[http://www.regents.state.oh.us/visit\\_campuses.htm](http://www.regents.state.oh.us/visit_campuses.htm)

### **Local Institutions of Higher Education with 4 year programs:**

Bowling Green State University  
110 Mcfall Center  
Bowling Green, Ohio 43403  
(419) 372-BGSU  
[www.bgsu.edu](http://www.bgsu.edu)

Heidelberg College  
310 E. Market Street  
Tiffin, Ohio 44883-2462  
(800) HEIDELBERG  
[www.heidelberg.edu](http://www.heidelberg.edu)

Defiance College  
701 North Clinton Street  
Defiance, Ohio 43512  
(800) 520-GODC  
[www.defiance.edu](http://www.defiance.edu)

Tiffin University  
155 Miami Street  
Tiffin, Ohio 44883  
(800) YOU-OHIO  
[www.tiffin.edu](http://www.tiffin.edu)

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“The value of a higher education hinges its construction on the notion that a mind is a terrible thing to waste. By obtaining a higher education, one eliminates communication barriers and thereby prepares himself/herself for a wider access to the professional world.”

**-Wayne Trace teacher Betty Myers**

## **MOVING ON TO HIGHER EDUCATION**

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### **Local Institutions of Higher Education with 2 year programs:**

Bowling Green State University, Firelands  
One University Drive  
Huron, Ohio 44839  
(419) 433-5560  
(800) 322-4787  
[www.firelands.bgsu.edu](http://www.firelands.bgsu.edu)

Northwest State Community College  
22600 State Route 34  
Archbold, Ohio 43502-9542  
(419) 267-5511  
[www.nscc.cc.oh.us](http://www.nscc.cc.oh.us)

Terra State Community College  
2830 Napoleon Road  
Fremont, Ohio 43420-9670  
(419) 334-8400  
(866) AT TERRA  
[www.terra.edu](http://www.terra.edu)

Owens Community College  
P.O. Box 10,000  
Toledo, Ohio 43699-1947  
1-800-GO-OWENS  
[www.owens.edu](http://www.owens.edu)

## **MOVING ON TO HIGHER EDUCATION**

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### Apprenticeship Programs

An apprenticeship is a unique way to acquire trade and craft skills and knowledge. An apprentice is a qualified person of legal working age who enters into an agreement with an employer to learn an occupation. Examples of apprenticeship occupations include: carpenters, electricians, machinists, and structural steel workers.

For information about the opportunities contact:

Ohio State Apprenticeship Council  
Ohio Bureau of Employment Services  
145 S. Front Street  
Columbus, OH 43215  
(614) 644-2242

You can also visit the following State of Ohio website:

<http://jfs.ohio.gov/apprenticeship/>

For information on apprenticeship programs from the U.S. Department of Labor, please visit:

[www.doleta.gov/atels\\_bat/](http://www.doleta.gov/atels_bat/)

## **MILITARY OPTIONS**

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### Your Options in the Armed Forces

#### **Regular Armed Services**

Considering a military career can be one of the most important and exciting decisions you will ever make. Today's military has much to offer. Whether you choose to explore military enlisted options or military officer occupations, both areas can lead to dynamic careers.

The enlisted personnel are generally high school graduates that are required to meet physical and aptitude requirements before being accepted into the Armed Services. A test that is widely used is the Armed Services Vocational Aptitude Battery (ASVAB). You can take a practice exam at [www.petersons.com](http://www.petersons.com).

Your high school counselor can arrange for you to take this test. The ASVAB test results are tied directly to military career options. Most students who take this test are very surprised by how well they do.

If you decide that enlisting in the Armed Services is a path you wish to choose, contact a military recruiter from the branch of service of your choice and arrange a meeting. Having your parents involved can be very important. The reserves, guard, and regular military services are generally your training areas. The benefit of a military occupation is that you will have a guarantee of a job and you can continue your quest for a college degree through the United States Armed Services Colleges, located throughout the world. You can visit [www.house.gov/gillmor](http://www.house.gov/gillmor) to find out more information and apply.

Enlisted occupations are often linked directly to civilian occupations. After your enlistment contract expires, generally you will find an opportunity in the workforce in a job related to your military experience.

Visit the following Armed Services recruitment sites:

[www.uscg.com](http://www.uscg.com)

[www.armedforcescareers.com](http://www.armedforcescareers.com)

## **MILITARY OPTIONS**

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You can also enroll in a Delayed Entry Program (DEP). This is for high school students who wish to enlist now but wait a short while before entering into active duty. High school students often enlist during their senior year and enter a service after graduation. One thing to keep in mind is that the military operates one of the largest training systems in the world: recruit, job, advanced training, and leadership.

### **Reserves/National Guard/Reserves Officer Training Corp (ROTC)**

The Armed Services in the Reserves include – the Army, Navy, Air Force, Marine Corps, Coast Guard and the Army and Air National Guard. If you want to be an officer in the Armed Services, there are several career paths you may want to follow. Officers are the leaders of the military. Generally speaking, they are college graduates who must meet high academic and physical standards. You may also want to explore ROTC opportunities.

Some high schools as well as college and universities have ROTC programs. A ROTC scholarship could pay for your entire college education and guarantee you a job and commission upon graduation.

### **United States Service Academies**

Another career path that would lead to a military commission is enrollment in one of the United States Military Academies. This is a challenging, but attainable goal with the right qualifications. Students in high school can attend military academy nights and meet with academy liaison officers. Your guidance office is a great place to start looking at military academy information. Applications for nomination are available from Congressman Paul Gillmor's office and our web site at [www.house.gov/gillmor](http://www.house.gov/gillmor).

Finally, The Occupational Outlook Handbook, compiled by the Department of Labor which is in most high school libraries, or at <http://www.bls.gov/oco/home.htm>, can be a great resource for linking military and civilian occupations. By following this direction you can match up your interests and abilities to many military career areas to see what is the best option for you.

## REFERENCE

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### Federal

**US Dept. of Labor** [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
**US Dept. of Education** [www.ed.gov](http://www.ed.gov)

### State of Ohio

**Ohio Dept. of Education** [www.ode.state.oh.us](http://www.ode.state.oh.us)  
**Ohio School to Work** [www.stwclearinghouse.org](http://www.stwclearinghouse.org)  
**College Advantage Savings Plan** [www.collegeadvantage.com](http://www.collegeadvantage.com)  
**Ohio Dept. of Job and Family Services** [www.state.oh.us/odjfs](http://www.state.oh.us/odjfs)  
**Ohio Career Development** [www.ohiocareerdev.org](http://www.ohiocareerdev.org)

### Regional

**Four County Career Center** [www.fourcounty.org](http://www.fourcounty.org)  
(serving Defiance, Fulton, Henry, and Williams counties)  
**Penta County Vocational School** [www.pentanet.k12.oh.us](http://www.pentanet.k12.oh.us)  
(serving Lucas, Sandusky, Ottawa, Wood counties)  
**EHOVE Career Center** [www.ehove-jvs.k12.oh.us](http://www.ehove-jvs.k12.oh.us)  
(serving Huron county)  
**Millstream Career Cooperative** [www.findlaycityschools.org/millstream](http://www.findlaycityschools.org/millstream)  
(serving Hancock, Huron, Putnam counties)  
**Vanguard-Sentinel Career Centers** [www.vanguard-sentinel-jvs.k12.oh.us](http://www.vanguard-sentinel-jvs.k12.oh.us)  
(serving Sandusky, Seneca, Wyandot counties)  
**Vantage Career Center** [www.vantagecareercenter.com](http://www.vantagecareercenter.com)  
(serving Paulding, Van Wert, Mercer counties)

## REFERENCE

### Sample Resumes

#### Anthony T. Smith

11 Cereal Boulevard  
Bowling Green, Ohio 44870  
(419) 777-7777

<b>Objective</b>	To obtain a position in manufacturing utilizing my drafting and manufacturing skills.
<b>Education</b>	<b>Sandusky High School</b> Sandusky, Ohio Graduation: May 2000
<b>Curriculum</b>	<b>Vocational/College Preparatory</b> Vocational Drafting, Algebra, Manufacturing Processes GPA 3.2/4.0
<b>Computer Skills</b>	Excel Works Word
<b>Activities and Awards</b>	Honor Roll: two semesters Basketball: three years Varsity Letter Students In Service: one-year volunteer experience
<b>Work Experience</b>	<b>Cedar Point</b> , May - September, 1999, 2000 Sandusky, Ohio Sales Associate/Customer Service  <b>Rest Well Motel</b> May - September, 1998 Sandusky, Ohio Housekeeping
<b>References</b>	Available upon request

## REFERENCE

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### **Darlene S. Smith**

123 Elm Street  
Tiffin, Ohio 44883  
419-777-7777  
E-Mail:jsmith@email.com

#### EDUCATION:

May 2000: Bachelors of Business Administration (Accounting Major)  
Tiffin University, Tiffin, Ohio

June 1998: Associate of Science (Pre-Business Major)  
Terra Community College, Fremont, Ohio

June 1996 Diploma from Tiffin Columbian High School, Tiffin, Ohio

#### WORK EXPERIENCE:

June-August 1999: Cashier at IGA  
Tiffin, Ohio  
Personally handled over \$1000 each day Responsible for checking inventory. Helped train replacement.

June-August 1998: Intern for State Representative Joe Jones  
Columbus, Ohio.  
Researched bills pending before the General Assembly. Attended committee hearings and prepared memos for Rep. Jones on those hearings.

#### COMMUNITY SERVICE:

1996-98: Volunteer at The Food Pantry;  
Fremont, Ohio.

#### EXTRA-CURRICULAR ACTIVITIES

Participated in intercollegiate volleyball at Terra Community College and Tiffin University. Selected as team captain my senior year.



## **OFFICE CONTACT INFORMATION FOR CONGRESSMAN PAUL E. GILLMOR**

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**Web:**

[www.house.gov/gillmor](http://www.house.gov/gillmor)

**Contact Numbers:**

PHONE: 1-800-541-6446

FAX: 1-800-278-8203

**District Offices:**

**Defiance**

613 West Third Street

Defiance, OH 43512

419-782-1996

**Tiffin**

96 South Washington Street

Suite 400

Tiffin, OH 44883

419-734-1999

**Norwalk**

Shady Lane Complex

130 Shady Lane Drive

Norwalk, OH 44857

419-668-0206

*(Tuesday Only)*

**Washington Office:**

1203 Longworth Building

Washington, D.C. 20515

202-225-6405

## **TASK FORCE COMMITTEE**

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Mr. Thomas Brown  
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Ms. Sandra Bandy  
Counselor  
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Mr. John Clark  
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Mr. Dale Stearns  
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